

**NORTHERN KENTUCKY
INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE
MEETING**

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, November 10, 2010, 6:00 p.m.

MINUTES

MEMBERS PRESENT

Jonathan Rich, DMD, Chair
Kirk Kavanaugh, Vice Chair (designee for Judge Moore)
Pat Dressman, Immediate Past Chair
Debbie Davis, Attorney
Stephen W. Hiltz, MD (designee for Judge Pendery)
Charles Kenner, DMD
Tony Kramer, RN (designee for Mayor Peluso)

MEMBERS ABSENT

Ralph Drees, Judge Executive
Darrell L. Link, Judge Executive
Wm. Ford Threlkeld, MD

STAFF/GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Steve Divine, RS, Director Environmental Health & Safety
Kathy Gavin, RD, Director of Community Health and Promotion
Jennifer Hunter, RN, MSN, Director of Clinical Services
Karen Y. McGarr, Executive Secretary
George A. Moore, II, Director of Administration and Accounting
Mary Ann Stewart, Attorney
Emir Hodzi, Von Lehman & Co.
Hazel Bentley
Carol Daniel

WELCOME

Chair Dr. Jonathan Rich welcomed everyone.

CALL TO ORDER

Chair Dr. Jonathan Rich noted a quorum was present and called the meeting to order at 6:03 p.m.

APPROVAL OF PROPOSED NOVEMBER 10 2010 AGENDA

Chair Dr. Jonathan Rich presented the November 10, 2010, proposed agenda for approval. Discussion followed. **Motion:** Ms. Pat Dressman moved to approve the proposed agenda with the addition of items to the agenda, those items being: 1) Local Board of Health Training Pilot Site, 2) Clarification of a Board

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decision, and 3) Auditor's Report. Dr. Charles Kenner seconded. Motion carried unanimously to approve the November 10, 2010 agenda as amended.

APPROVAL OF AUGUST 11 2010 PROPOSED MINUTES

Chair Dr. Jonathan Rich presented the August 11, 2010 proposed minutes for approval. Discussion followed. **Motion:** Ms. Pat Dressman moved to approve the August 11, 2010 minutes as presented. Mr. Tony Kramer seconded. Motion carried unanimously to approve the August 11, 2010 minutes as presented.

REPORTS

Legal Counsel—Mary Ann Stewart

Ms. Mary Ann Stewart reported on the ACLU's open records' request. She noted that their request was for any information the Department has related to abstinence only programs. She added that they did not give a reason for wanting the records. Ms. Stewart responded to the request by providing the ACLU a CD containing the information staff pulled together. Brief discussion occurred.

Chair—Jonathan Rich, DMD

Dr. Rich did not have a report at this time.

District Director of Health—Lynne M. Saddler, MD, MPH

Dr. Saddler presented the two items that were added to the agenda.

Local Health Departments and Local Boards of Health Pilot Sites Needed: Dr. Saddler presented information on the Public Health Governance Institute's request soliciting local boards of health to pilot board development modules. She noted the four modules are 1) The Local Board of Health Inventory, 2) Public Health 101, 3) Characteristics of Effective Boards, and 4) Navigating the Boardroom. Discussion followed. Dr. Saddler noted she emailed Angela Carman requesting additional details/information about the pilot. **Action Steps:** Dr. Saddler will find out if Lexington-Fayette Health Department is participating in the pilot, she will provide information to the Board about what she finds out.

Board Clarification: Dr. Saddler reported she has received requests from local agencies asking the Department to apply for Title V. Abstinence Only Until Marriage and PREP funds. She noted that only health departments can apply for these monies. She stated because of these requests she is seeking clarification of the Board decision made in 2007 related to abstinence only based programs. Following discussion, it was agreed that nothing has occurred to change the Board's decision made in 2007 and their decision stands as is.

Other: Dr. Saddler is working to develop a reporting mechanism to provide updates to the Board on topics of interest. The Department is focused on flu immunizations and pertussis in our area.

Mr. Kirk Kavanaugh noted for the record that he is serves on Brighton Center's Board of Directors and that he was unaware they had contacted the Department about PREP funding. He added that had there been a vote he would have recused himself.

Auditor's Report—Emir Hodzic, VonLehman & Co.

Mr. Hodzic presented the findings of the June 30, 2010, audit, noting that the District received a clean unqualified opinion. **Motion:** Mr. Kirk Kavanaugh moved to accept the auditor's report as presented. Dr. Stephen W. Hiltz seconded. Motion carried unanimously to accept the auditor's report as presented.

Financial—George A. Moore, II, Director of Administration and Accounting

Mr. George Moore, II, presented the financial report for the three month period ending September 30, 2010. He reported on State budget cuts and the anticipated impact on the Department. He noted that we received \$85,000 from State to offset the \$400,000 increase in employer contributions to the employees' retirement benefits. Discussion followed. **Motion:** Mr. Kirk Kavanaugh moved to accept the financial report as presented. Dr. Charles Kenner seconded. Motion carried unanimously to accept the financial report as presented.

Personnel Board—Lynne M. Saddler, MD, MPH, District Director of Health

Dr. Saddler presented the October 19, 2010 Personnel Board Report. She noted the main item in the report is the Timeline of Revision of Personnel Policies. A brief discussion followed. **Motion:** Ms. Pat Dressman moved to accept the October 19, 2010 Personnel Board report as presented. Dr. Charles Kenner seconded. Motion carried unanimously to accept the report as presented.

REVIEW/APPROVAL OF DECEMBER 8, 2010, DISTRICT BOARD OF HEALTH AGENDA

Chair Dr. Jonathan Rich presented the December 8, 2010, proposed agenda for review and/or changes. He stated that after conferring with Mary Ann Stewart it was agreed the Executive Committee report was not required, therefore, the Executive Committee report will be removed from future agendas unless the Committee feels otherwise. Removal of the Executive Committee report from the agenda was approved by consensus. Items to be added to the December 8, 2010 agenda are: 1) Audit Report and 2) Local Board of Health Training Pilot Sites. **Motion:** Dr. Charles Kenner moved to approve the December 8, 2010, District Board proposed agenda as amended. Dr. Stephen Hiltz seconded. Motion carried unanimously to approve the December 8, 2010, District Board proposed agenda as amended.

CLOSED SESSION

A closed session was not held.

OTHER

There were no other items to come before the Board.

ADJOURNMENT

Motion: With no further business to come before the Board, Dr. Stephen Hiltz moved to adjourn. Dr. Charles Kenner seconded. The motion carried unanimously, the meeting adjourned at 7:02 p.m.

Respectfully submitted,

Jonathan Rich, DMD
NKIDBH Chair

Lynne M. Saddler, MD, MPH, District Director of Health
NKIDBH Secretary